

~~CONFIDENTIAL~~

JULY 1965

-COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS (2,000 PIECES OF PAPER) for ONE YEAR.

I. AGENCY OFFICE COSTS

1. Equipment - The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 10 years, this equipment would cost \$25.90 per year or \$3.24 for one cu. ft. capacity	\$ 3.24
2. Space - One cu. ft. of records requires one sq. ft. of floor space - - - - -	\$ 3.00
3. Cost to Store One Cu. Ft. of Records for One Year - - - - -	\$ 6.24
4. Personnel - One employee GS-4, \$5,080, can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency").	
5. Cost to Service One Cu. Ft. of Records for One Year - - - - -	\$ 52.91
6. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS (ONE HALF FILE DRAWER) PER YEAR IN OFFICE SPACE - - - - -	\$ 59.15

II. AGENCY ARCHIVES AND RECORDS CENTER COSTS

1. Construction Cost	
a. Construction cost of Center including equipment - - - - -	\$686,889.00
b. Total cost per year based on 20 years amortization - - - - -	\$ 34,344.00
2. Space - Cost per cu. ft. per year based on 103,380 cu. ft. capacity - - - - -	\$.33
3. Equipment - Records Center Box - - - - -	\$.09
4. Cost to Store One Cu. Ft. of Records for one year - - - - -	\$.42
5. Personnel - Fiscal Year 1965 - \$131,852 in .01 funds to handle 96,813 cu. ft. of records (82,859 on hand at end of year. Disposition taken on 13,954 cu. ft. during the year).	
6. Cost to Service One Cu. Ft. of Records per year in Records Center - - - - -	\$ 1.36
7. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS PER YEAR IN RECORDS CENTER - - - - -	\$ 1.78

CALL RECORDS ADMINISTRATION STAFF - X2468 FOR ADDITIONAL INFORMATION
ABOUT THE AGENCY RECORDS MANAGEMENT PROGRAM~~CONFIDENTIAL~~